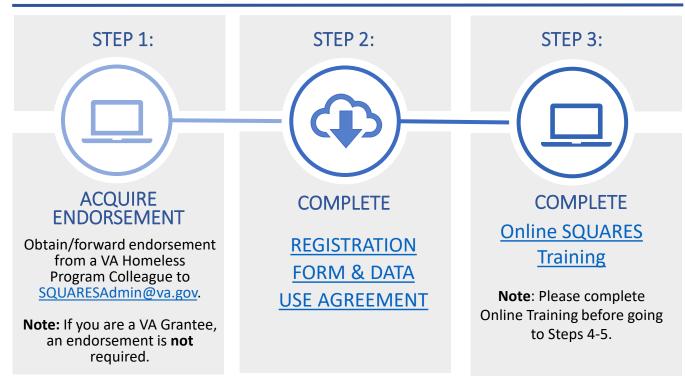
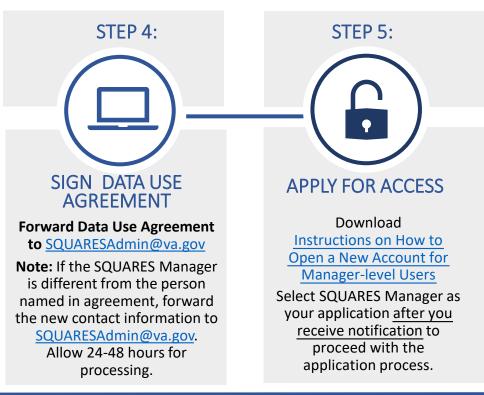
## New SQUARES Organization Accounts Getting Started with SQUARES (New SQUARES Managers)





For technical assistance, please contact <a href="mailto:SQUARESAdmin@va.gov">SQUARESAdmin@va.gov</a>. For additional information, visit <a href="mailto:SQUARES Resources">SQUARES Resources</a>.





## New SQUARES Organization Accounts Getting Started with SQUARES (New SQUARES Managers)



## When completing the application process:

- Complete the Steps 1 through 5 on previous page in sequential order.
- Your organization must be added to the system before you apply for access.
   SQUARESAdmin@va.gov will notify you when this step has been completed.
   Please allow 24-48 hours for the establishment of a new account.
- Do not use Internet Explorer.
- Do not bookmark the SQUARES website.
- If you have multiple programs in various locations and you would like to have separate SQUARES Managers for each program, please contact SQUARESAdmin@va.gov.
- If you need to change your SQUARES
   Manager after you acquire SQUARES
   access, contact SQUARESAdmin@va.gov
   and include name, email, organization,
   city, and state for both the new and old
   SQUARES Managers.
- Enter the SQUARES website:
   my.va.gov/SQUARES into the Chrome or
   Firefox browser to initially request an
   account and to access the account with
   each new visit.

- Use your business email address. If this information changes in the future, please contact SQUARESAdmin@va.gov.
- Be sure to share information unique to your organization with your new users (e.g., organization, city, state, continuum of care provider(s), and VAMC) so their access requests can be automatically routed to you for review/approval.
- SQUARES Managers will be responsible for reviewing/approving Standard Users within their organization. These requests are automatically routed. Refer to the Manager's Guide for instructions on how to review/approve users within your organization.
- Log into your account at least every 30 days to avoid deactivation. If your access is deactivated for inactivity, contact <u>SQUARESAdmin@va.gov</u>. <u>Do not</u> submit a new request.

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